

**Treasury Documentation****Subject:** Leaves of Absence, Application**For:** EMPLOYEE HANDBOOK**Also See:** Civil Service  
Rules and Regulations**Identification** BT-03048  
Bulletin  
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To request a leave of absence (any type), an employee must complete form 1878 APPLICATION FOR LEAVE OF ABSENCE along with other applicable forms to HR. (See Civil Service Regulation 2.03 or applicable collective bargaining agreement.)

Upon approval, the employee will be given information regarding freezing of leave credits, direct payment of insurances, turning in his/her ID card on the last day of work before leave begins, and other pertinent information.

**End**

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*Approving Signature*